

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

MICROBIOLOGY LABORATORY TECHNICIAN  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Technical Bargaining Unit positions which provide technical laboratory support services in the various subdisciplines of microbiology, i.e., the science that deals with microorganisms and their effects on other life forms. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This series encompasses positions found in a laboratory environment in the University of Wisconsin, primarily in the State Laboratory of Hygiene, UW Hospital/Clinics, or the Research Animal Resources Center; and the Division of Animal Health's Bureau of Veterinary Laboratories, and the Division of Management Services' Bureau of Laboratory Services in the Department of Agriculture, Trade, and Consumer Protection.

Microbiology Laboratory Technicians provide technical laboratory support activities including technical procedures, culturing, preparation of samples, media, reagents, glassware and test kits/apparatus, and records maintenance applied to medicine, veterinary medicine, and public health; disease control and epidemiology; agriculture; the production of antibiotics, sera, vaccines, antitoxins, and other biological agents and products; the testing of food and dairy products; the investigation of diseases affecting all life forms; and various fermentation processes.

This work is performed in laboratories having one or more of the following functions: regulation and control; research and development; medical; veterinary medical; public health; environmental analysis; and/or general microbiological analyses and examinations.

C. Exclusions

Excluded from this series are the following types of positions:

1. Supervisory and management positions as statutorily defined.
2. All other positions which are more appropriately identified by other classification specifications.

3. Positions responsible for performing microbiological analyses of a professional scientific nature for a majority of the position's time, i.e., those positions classified as Microbiologists in the Professional Science Bargaining Unit.
4. Positions responsible for performing chemical analyses of a technical support or a professional scientific nature for a majority of the position's time (e.g., those related to the composition, structure, properties, and reactions of matter on a variety of substances and materials [organic and/or inorganic]), i.e., positions classified as Chemistry Laboratory Technicians in the Technical Bargaining Unit or as Chemists in the Professional Science Bargaining Unit, respectively.
5. Positions related in any way to positions found in this series, but located in the Blue Collar, Security and Public Safety, or Professional Science Bargaining Units.
6. Positions spending a majority of their time performing Cytologist or Cytopreparation Technician duties.

D. Entrance Into and Progression Through This Series

Employees typically enter entry level positions within this classification series by competitive examination. Progression to subsequent levels may be through competitive examination or by reclassification of a position level based on a logical and gradual change in the position's duties and responsibilities.

E. Definitions of Terms Used in This Classification Specification

Microbiology: The science that deals with microorganisms and their effects on other life forms.

Technician: A person whose occupation requires training in a specific technical process(es).

Entry: The level of performance in a position at which the employee applies and develops basic skills in procedures, techniques, tools, materials and/or equipment appropriate to the area of specialization. Duties and tasks are standardized. Performs some more advanced functions as part of the training development. Resolves routine questions and problems and refers more complex issues to higher levels.

Full Performance: The level of performance in a position at which the employee applies basic and some advanced skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are frequently non-routine. Resolves most questions and problems and refers only the most complex issues to higher levels.

Senior: The level of performance in a position at which the employee applies advanced skills in the area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Duties and tasks reflect substantial variety and complexity. Serves as a resource to others in resolution of complex problems and issues.

## **II. DEFINITIONS**

### **MICROBIOLOGY LABORATORY TECHNICIAN-ENTRY**

Positions allocated to this level are entry level Microbiology Laboratory Technicians. Entry level positions in these areas function in an apprentice capacity. They receive training in technical laboratory support procedures and may perform routine technical laboratory work relating to one or more of the various subdisciplines of microbiology. Organizationally, these positions are located in a designated laboratory. These positions are apprentice in nature and are under the technical guidance and review of higher-level Microbiology Laboratory Technicians and/or Microbiologists in a particular subdiscipline of microbiology. Close to limited supervision is provided by a Microbiology Laboratory Technician Supervisor, Microbiologist Supervisor, or other science-related supervisor.

### **MICROBIOLOGY LABORATORY TECHNICIAN-OBJECTIVE**

Positions allocated to this level function as full performance Microbiology Laboratory Technicians with additional technical guidance and review by higher-level Microbiology Laboratory Technicians and/or Microbiologists in a specific specialty area or subdiscipline. Limited to general supervision is provided by a Microbiology Laboratory Technician Supervisor, Microbiologist Supervisor or other science-related supervisor.

Objective level positions in these specialty areas are distinguished from entry level positions by an increased scope and range of the technical knowledge and skills required and the increased complexity of duties, including responsibility for performing routine tests and procedures under the guidance of Microbiologist supervisory staff. Positions at this level may collect, prepare, and identify samples; participate in laboratory quality control/quality assurance activities; complete and maintain records for technical procedures and tests; and assist in one or more laboratory areas/specialties/subdisciplines as required.

Sample goals and worker activities include: participate in unit's quality assurance activities; test samples according to designated procedures for specific indicators; prepare samples; record test results and maintain appropriate records; perform backup technician services in another laboratory section; and maintain reagents and media as required.

### **MICROBIOLOGY LABORATORY TECHNICIAN-SENIOR**

Positions allocated to this level are senior level Microbiology Laboratory Technicians. Senior level positions in this series are differentiated from lower-level positions in that they function as the principal technician supporting specific specialty area(s) in a given section in a laboratory. Positions are expected to perform technical serologic or other tests and/or procedures on routine and non-routine samples; assist lower-level technicians in the performance of tests and technical support duties; direct other Microbiology Technicians in sample preparation; provide more in-depth support to other scientists in the same program area; maintain supplies, equipment and/or instruments and provide technical support in the on-going function of the particular laboratory section or unit; and provide backup support as required. These positions may also assist Microbiologists with special projects or research and may be involved in assisting with the training of lower level microbiology technicians and technical staff and/or other outreach activities. Positions function under the technical guidance and review of a Microbiologist or other scientist(s) and under the general supervision of a Microbiology Laboratory Technician Supervisor, Microbiologist Supervisor, or another science-related supervisor.

**Representative Positions :**

Microbiology Technician - UW Research Animal Resources Center: Under the general supervision of the Laboratory Director, position independently performs serologic and virologic tests (on animal samples) of commonly occurring murine viruses and suspected virologic samples, including HAI, CF, ELISA and neutralization tests. Provides backup services and shared responsibilities with/for technicians in the clinical chemistry, hematology and parasitology sections. Gathers and prepares samples and media, cultures samples, and cross matches blood for transfusion compatibility. Supervises and instructs LTE employees.

Microbiology Technical - UW State Laboratory of Hygiene: Under the general supervision of a Microbiologist Supervisor, position performs laboratory functions associated with the microbiological analysis of water and short-term bioassay for toxins in environmental samples. Participates in unit's quality assurance activities. Tests potable and non-potable water samples for indicators of microbiological pollution, including membrane filtration, multiple tube fermentation, heterotrophic plate count, assays, and filtration of samples. Records final results and maintains computer records and looks up results as requested.

Microbiology Technician – UW Veterinary Diagnostics Laboratory: Under the general supervision of a Microbiologist Supervisor, position independently performs all Leptospire microagglutination test procedures, i.e., performing tests and maintaining stock Leptospira cultures. Position is also responsible for performing the anaplasmosis complement fixation (CF) test. Additional duties include brucellosis testing and the preparation of culture media. Position also performs other serologic tests as the backup technician. Performs quality control procedures, prepares and processes samples, and consults with personnel at other diagnostic laboratories regarding test procedures and quality control.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Positions located in DATCP's Division of Animal Health's Bureau of Veterinary Laboratories must pass appropriate USDA proficiency test to obtain and maintain USDA certification for performing tests that require such certification.

**IV. ADMINISTRATIVE INFORMATION**

This classification was modified effective November 5, 2000, to update the title of a representative position within the senior level. The former MLT-DATCP Wisconsin Animal Health Laboratory position was renamed MLT-UW Veterinary Diagnostics Laboratory to reflect the transfer of these positions into the UW.

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